



## **MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS**

### **Regular Meeting Minutes**

**Wednesday, October 1, 2003**

**4:00 P.M., Room 107**

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#### **I. CALL TO ORDER**

The meeting was called to order by President Deborah Smith at 4:03 p.m.

Also present were Commissioner Floyd DeForest, Civil Service Personnel Director Karen Scholle, Personnel Analyst Sue Sutherland, and Water Filtration Plant Supervisor Bob Veneklasen. Commissioner Ray Murdaugh joined the meeting at 4:05 p.m.

#### **II. MINUTES**

**Motion by DeForest, support by Smith, to approve the September 3, 2003 regular Civil Service Commission meeting minutes as printed.**

**VOTE: Yeas, Smith and DeForest. Zero nays. Motion carried.**

#### **III. ACTION AGENDA**

**A. Environmental Inspector: Proposed title change and description update.**

This item was removed from the agenda.

**B. Zoning Environmental Inspector job description update.**

This item was removed from the agenda.

**C. Inventory & Stock Clerk job description update.**

This item was removed from the agenda.

**D. Water Plant Operator eligibility list.**

Water Filtration Plant Supervisor Bob Veneklasen requested that Robert Keller, who failed the pre-employment exams; Mark Stevens, who refused a job offer; and Jeff Marcinkowski, Troy Neidlinger, and Jeffrey Croll be removed from the Water Plant Operator eligibility list for failing the department interview.

**Motion by DeForest, support by Murdaugh, to remove the Water Plant Operator candidates from the eligibility list as requested by the Water Filtration Plant Supervisor.**

**VOTE: Three yeas, zero nays. Motion carried.**

**E. CNS Acting Finance Clerk.**

This item was removed from the agenda.

**F. Employee Service Awards.**

Discussion took place concerning employee service awards for longevity in that historically part-time employees were excluded from the program.

**Motion by Smith, support by DeForest to recognize all City employees' continuous service from the last date of hire, whether full- or part-time personnel.**

**VOTE: Three yeas, zero nays. Motion carried.**

#### **IV. CIVIL SERVICE PERSONNEL DIRECTOR' S REPORT**

**A. October 28 Employee Service Awards Reception & Presentations**

The Commissioners were advised of the service award plans and Commission meeting.

**B. 2003 Firefighter Recruitment**

No progress has been made toward completion of the recruitment as staff has been unable to secure personnel to serve on the oral exam/panel interview.

**C. Performance Appraisals and job description updates**

The need to update job descriptions for use with performance appraisals will be addressed initially at the next Labor-Management meeting.

**D. Light duty policy**

Staff advised the Commission that supervisors would like to revisit and possibly amend this policy.

**E. "No Pay" policy**

Staff advised the Commission that a "No Pay" will be drafted at the request of supervisors and presented to the CSC for review in the near future.

**F. United Way campaign**

The Civil Service Director again is co-chairing the campaign the Affirmative Action Director Ken James, as well as recruiting additional committee members.

#### **IV. STATUS OF RECRUITMENTS**

A. Assistant City Engineer: Seventeen applications on file.

B. City Seasonals 2003: 266 applications on file; fall program beginning.

C. Customer Service Representative I 2003: Eighty-two applications on file.

D. Customer Service Representative II 2003: Sixty-four applications on file.

E. Firefighter 2003: Sixty-eight applicants passed written exam; attempting to schedule orals.

F. Firefighter 2004: Fourteen applications on file.

G. Police Lieutenant: Six applications on file; a 60-day study period is required by the test vendor prior to late October exams.

H. Police Officer 2003: Hiring process on hold.

I. Police Officer 2004: Eighty-five applications on file.

J. Police Sergeant: Twenty applications on file; a 60-day study period is required by the test vendor prior to late October exams.

K. Water Plant Operator: (Action agenda item)

#### **V. APPOINTMENTS**

**A. New Appointments**

**Permanent**

**Seasonal/Part Time**

Daniel Frazier, Marina Aide, 9/3/03.

**B. Promotions:**

**Permanent Employees**

**Seasonal/Part Time**

**C. Transfers**

**Permanent Employees**

**Seasonal/Part Time**

**D. Reclassifications**

**Permanent Employees**

**Seasonal Employees**

**E. Temporary Assignments**

**Permanent Employees**

**Seasonal/Part Time**

**VII. DISCIPLINARY ACTIONS**

**A. Warning Letters**

**Permanent Employees**

Wyatt Eggleton, Water Department, Group 1, 1st violation, 9/15/03.

Brandon Gunia, Equipment Operator, Group 1, 1st violation, 9/3/03.

Joshua Rybak, Police Officer, Group 1 offense, first violation, 9/17/03.

James Schoonbeck, Equipment Operator, Group 1, 1st violation, 8/27/03.

James Schultz, Police Officer, Group 1 offense, 1st violation, 9/15/03.

**Seasonal/Part Time**

**B. Suspensions**

**Permanent Employees**

Jared Halverson, Water/Sewer Maintenance Worker, 1-day suspension, unserved, for Group 1 offense, 2nd violation, 9/17/03.

Wayne Peterson, Computer Technician, 3-days suspension for Group 2, offense, 1st violation, 9/10/03.

Michael Rosema, Firefighter, 3-day suspension for Group 2 offense, 1st violation, 9/16/03.

David Semelbauer, Equipment Operator, 1-day suspension, unserved, for Group 1, 2nd violation, 9/17/03.

**Seasonal/Part Time**

**C. Terminations**

**Permanent Employees**

**Seasonal/Part Time**

Dianne Murray-McKinley, Playground Leader, 8/1/03.

**VIII. SEPARATIONS**

**A. Resignations**

**Permanent Employees**

**Seasonal/Part Time**

Kenneth Jackson, Julia Hackley Intern – Clerk's Office, 8/22/03.

Lance VanderBerg, Marina Aide, 8/16/03.

**B. Job Terminations**

**Permanent Employees**

**Seasonal/Part Time**

Kristi Baker, Park Ranger, 9/5/03.

Evan Barr, Lifeguard, 8/21/03.

Sarah Blink, Aquatics Director, 9/1/03.

Terri Clock, Lifeguard, 7/21/03.

Joseph Dagen, Lifeguard, 8/13/03.

Matthew Dye, Park Ranger, 8/6/03.

Elisa Espinoza, Playground Leader, 3/16/03.

Roberto Esteban, Lifeguard, 8/14/03.

Alicia Gonzales, Park Ranger, 8/15/03.

Matthew Hagey, Park Ranger, 9/7/03.

James Hurley, Park Ranger, 8/16/03.

Thomas Ketchum, Engineering Aide-Seasonal, 9/26/03.

Heather Lamson, Lifeguard, 8/24/03.

Soo Lee, Engineering Aide-Seasonal, 9/26/03.

Allan Lowe IV, Park Ranger, 8/11/03.

Chad Lowing, Lifeguard, 9/1/03.

Elon Martin, Park Ranger, 9/1/03.

Crystal Meyer, Lifeguard, 9/1/03.

Craig Olson, Marina Aide, 8/10/03.

Dawn Porter, Playground Supervisor, 8/17/03.

Kari Rafferty, Lifeguard, 8/24/03.

Marcus Schillaci, Lifeguard, 9/1/03.

Bruce Shaffer, Lifeguard, 9/1/03.

Tarassa Spearman, Julia Hackley Intern – Planning Dept., 9/5/03.

Scott Stine, Park Ranger, 8/18/03.

Christopher Szymczyk, Lifeguard, 8/24/03.

Howard Tenhove, Park Ranger, 8/30/03.

Kathy Weaver, Park Ranger, 9/7/03.

Andrea Westover, Park Ranger, 8/14/03.

**C. Other**

**Retirements**

**Permanent Employees**

Morris Shanks, Battalion Chief, 8/4/03.

**IX. OTHER PERSONNEL ACTIONS**

**A. Certificates of Training Excellence**

**Fire Officer I:**

Ross Morningstar, Firefighter, 8/18/03.

Keith McMillan, Firefighter, 9/9/03.

**Fire Officer II:**

Keith McMillan, Firefighter, 9/9/03.

**Rope Rescue Awareness/Operations :**

Scott Hemmelsbach, Firefighter, 3/16/03.

Brian Marek, Firefighter, 3/16/03.

**Rope Rescue Operations:**

Scott Hemmelsbach, Firefighter, 3/30/03.

Brian Marek, Firefighter, 3/30/03.

**Structural Collapse Rescue – Operations:**

Scott Hemmelsbach, Firefighter, 3/23/03.

**B. Letters of Commendation**

Ken James, Affirmative Action Director, received a certificate of recognition from Nanette Lee Reynolds, EdD, Director of the Michigan Department of Civil Rights, for his participation and support of the Civil Rights Health: A Community-Based Assessment Model, 9/19/03.

Andy Olson, Police Lieutenant, letter of appreciation via Chief Kleibecker from Catherine M. Garcia-Lindstrom, Police Chief – Walker, MI, for his assistance on the promotional assessment board process for the City of Walker, 8/26/03.

**The following employees received a letter of recognition via Anthony Kleibecker, Police Chief, from Mark T. Hady, Resident Agent in Charge of ATF – Grand Rapids, for their actions during an incident with a barricaded gunman on 1/10/03.**

Jon Baker, Police Officer, 1/10/03.

Chuck Flynn, Police Officer, 1/10/03.

Matt Kolkema, Police Officer, 1/10/03.

Michael Lamsma, Police Officer, 1/10/03.

Steve Martinez, Police Officer, 1/10/03.

Dave Ocharzak, Police Officer, 1/10/03.

Andrew Rush, Police Officer, 1/10/03.

**The following employees received recognition for their efforts in Fire and Police displays and activities via a letter to Steve Warmington, Mayor, from David M. Yacavone, President and David B. Reagan, Environmental, Health & Safety Manager of Johnson Technology during the 40<sup>th</sup> anniversary celebration of Johnson Technology, 9/19/03.**

Curtis Adams, Acting Fire Inspector, 9/19/03.

Scott Campau, Firefighter, 9/19/03.  
Steve Irvine, Police Officer, 9/19/03.  
Ron Linstrom, Battalion Chief, 9/19/03.  
Ruth Simila, Firefighter, 9/19/03.

### **C. Reassignment of Duties**

#### **X. OTHER BUSINESS**

- A. August 2003, expenditure for Manpower Temporary Services, Office Services only, for one temp employee, \$1,348.49.
- B. August 2003, expenditure for Kelly Temporary Services, Office Services only, for one temp employee \$432.55.

#### **XI. ADJOURNMENT**

With no other business to attend to, the meeting adjourned at 4:46 p.m.

The City will provide necessary appropriate auxiliary aids and services, to individuals with disabilities who want to attend the meeting, upon 24-hour notice to the City of Muskegon. Please contact 933 Terrace Street, Muskegon, MI 49443 or by calling (231) 724-6716 (voice) or (TDD) (231) 724-6773.

(10 03 CSC Minutes)